

<p style="text-align: center;"><b>STATE OF WYOMING</b></p> <p style="text-align: center;"><b>DEPARTMENT OF CORRECTIONS</b></p> <p style="text-align: center;"><b>Policies &amp; Procedures</b></p>	<p><b>Authority:</b>  <b>Wyoming Statute</b>  <b><u>25-1-105(a)</u></b>  <b>ACA Standard</b></p>	<p><b>Policy #: 4.100</b>  <b>Section : 4.1</b>  <b>Part IV</b>  <b>Title: Pre-Parole Preparation Procedure</b></p>
--	--	---

<p><b>Approved:</b></p> <p style="text-align: center;"><u><b>Judith Uphoff</b></u>  <b>Director</b></p> <p><b>Date Approved: <u>November 25, 2002</u></b></p>	<p><b>Effective Date:</b> <u>December 18, 2002</u></p> <p><b>Supersedes Existing Policy #</b> _____</p> <p><b>Next Review Due:</b> <u>December 18, 2003</u></p>
---	---

### I. Purpose

To establish consistency between all Wyoming Department of Corrections' (WDOC) correctional facilities in submitting an accurate, concise and updated parole summary report of an inmate's adjustment to incarceration for review by the Wyoming Parole Board.

### II. Policy

It is the policy of the WDOC that parole summary reports will be submitted through the correctional facility parole board coordinator to the Wyoming Parole Board no later than twenty-one (21) days prior to the inmate's scheduled parole board hearing. All inmates will be informed of the parole process, the options available to them (ACC, ITU, ISP, etc.) and their obligations regarding the parole process.

### III. Definitions

- A. Case Management Staff: WDOC staff responsible for documenting and identifying an offender's needs, institutional adjustment, custody level, recommended placement and possible parole consideration.
- B. Correctional Facility Parole Board Coordinator: Correctional facility staff member who is responsible for overseeing and ensuring correctional facility parole summaries are completed and submitted in a timely and accurate manner.
- C. Parole Board Hearing: A hearing held by the Wyoming Parole Board to determine an inmate's suitability for parole consideration, goodtime removal and/or a recommendation to the Governor for a commutation of the inmate's sentence.

<p><b>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</b></p> <p><b>Policies &amp; Procedures</b></p>	<p><b>Title: Pre-Parole Preparation Procedure</b></p>	<p><b>Policy # <u>4.100</u></b> <b>Section 4.1</b> <b>Part IV</b></p>
--	---	---

- D. Parole Board Staff: Consists of the parole program coordinator, recording secretary and administrative secretaries who are located in the central office of WDOC.
- E. Summary Update Form: A form that is completed prior to an inmate's parole board hearing. The form is meant to update an existing parole summary or create an initial parole summary.
- F. Wyoming Parole Board: Consists of seven (7) members appointed by the Governor with the consent of the Senate. They are empowered to review applications for parole, grant paroles, revoke paroles, withdraw or revoke goodtime, restore or reinstate goodtime and make recommendations to the Governor to grant commutation of sentences.
- G. Parole Board Hearing Panel: Consists of three (3) Parole Board members. A decision by a majority of the panel is considered a decision of the Parole Board.

#### IV. Procedure

##### A . Parole summary reports

- 1. Preparing an inmate for parole is a correctional facility process. Completion of an inmate's parole summary shall be considered a unit management function.
- 2. Parole summary preparation will be the responsibility of the inmate's current case worker at the time his/her parole board appearance is scheduled by the correctional facility parole board coordinator. The summary information will be completed and updated with corroboration from security personnel and other staff having knowledge of the inmate's adjustment, behavior and programming efforts. A review of caseworker contact case notes, see Section IV.F. of this policy, and the inmate's base and unit files should be undertaken to insure inclusion of all pertinent and current information into the inmate's parole summary.
- 3. The parole board coordinator at the correctional facility shall ensure that a waiver or summary update has been completed on each inmate scheduled for a parole board appearance.

<p><b>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</b></p> <p><b>Policies &amp; Procedures</b></p>	<p><b>Title: Pre-Parole Preparation Procedure</b></p>	<p><b>Policy # 4.100 Section 4.1 Part IV</b></p>
--	---	--

4. A parole summary shall be updated and completed accurately using all pertinent information available, to include current and past, positive and negative behavior, completed or current programs the inmate is attending, anticipated program completion dates, the inmate's general attitude towards rehabilitation and his/her release. The summary shall include caseworker comments about whether the parole plan submitted is a viable parole plan likely to assist the inmate to successfully complete parole.
5. In addition to the above information the parole summary shall include the following:
  - a. Identifying information: name, number, date of birth, age, crime, city and county the crime was committed, date sentence began, and sentencing judge;
  - b. Sentencing information: sentence structure, full maximum sentence discharge date, earliest projected maximum discharge date, full minimum sentence expiration date, initial parole board appearance date, and earliest projected parole eligibility date;
  - c. Dates of prior board appearances, actions taken and any special board notations:
    1. Special instructions by the judge;
    2. Court ordered restitution amount and financial status of the inmate's correctional facility account;
    3. Details of the offense. This shall be written in narrative form, indicating what actually happened and including plea bargain information;
    4. Inmate's version of the offense;
    5. Victim's impact statements. If available in the inmate's pre-sentence investigation;
    6. Criminal history: include both juvenile and adult, dates, location and disposition of offenses;

<p><b>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</b></p> <p><b>Policies &amp; Procedures</b></p>	<p><b>Title: Pre-Parole Preparation Procedure</b></p>	<p><b>Policy # 4.100 Section 4.1 Part IV</b></p>
--	---	--

7. Personal history: narrative of pertinent information including marital history, employment history, educational history, etc. Include mental or social interventions, in history, if available;
8. Psychological/psychiatric information or pre-parole mental health form information. Correctional facility staff will request the inmate to sign a release of information form to allow inclusion of the pre-parole mental health report into the body of the parole summary. This information will then be incorporated into the body of the summary;
9. Institutional history: including classification data, disciplinary record, work assignments, program involvement and projected completion dates. Any management interventions should be noted;
10. Parole plan will include potential parolee's address, employment and programming possibilities. Parole plans with verified correspondence confirming the inmate's plans should be submitted to the board;
11. Staff comments; summary of adjustment and prognosis;
12. Staff recommendation
13. Correctional facility staff should include in the parole summary their thoughts about strengths and weaknesses of the inmate's parole plan.
14. A current summary update or parole board hearing waiver will be retained in the inmate's correctional facility file for reference.
15. Unit management staff shall consult security personnel and other staff who would be expected to have

<p><b>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</b></p> <p><b>Policies &amp; Procedures</b></p>	<p><b>Title: Pre-Parole Preparation Procedure</b></p>	<p><b>Policy # 4.100 Section 4.1 Part IV</b></p>
--	---	--

information on the inmate's current behavior and adjustment for inclusion in the inmate's parole summary.

- d. Inmate parole plan:
  - i. Case management staff will be required to meet with the inmate prior to parole board consideration to discuss their parole plan and it's feasibility.
  - ii. The inmate shall submit, in writing, information about potential housing, employment, documentation of acceptance into schooling or vocational training and counseling/treatment programs availability to include acceptance into the program.
- e. Parole recommendation meeting:
  - i. The case manager is expected to take part in a correctional facility parole recommendation meeting (pre-parole) on the inmate. The correctional facility will recommend parole for the inmate or recommend the inmate be denied a parole at his/her scheduled hearing. The case manager will be expected to inform the inmate of the pre-parole recommendation. The case manager will be expected to have complete, accurate and updated information on a summary update form to assist in this process prior to the correctional facility parole recommendation meeting.
  - ii. Case management staff will meet face to face with the individual inmate to determine his/her willingness to attend his/her parole board hearing. If the inmate is unwilling to attend his/her parole board hearing, a hearing waiver shall be completed by the case manager and be signed by the inmate. If the inmate is unwilling to appear before the parole board, and refuses to sign the waiver, the case manager shall note the refusal and have it witnessed by another staff member on the waiver form prior to faxing a copy to parole board staff. The signed or unsigned hearing waiver will be faxed to the parole board staff. The inmate will not be allowed to waive his/her parole board hearing prior to the correctional facility parole

<p><b>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</b></p> <p><b>Policies &amp; Procedures</b></p>	<p><b>Title: Pre-Parole Preparation Procedure</b></p>	<p><b>Policy # 4.100 Section 4.1 Part IV</b></p>
--	---	--

board coordinator's summary list being completed. (The correctional facility parole board coordinator's summary list is the list of inmate summaries needed for the next parole board hearing scheduled for that correctional facility.)

- iii. Case management staff shall meet with and complete a parole summary update form on each inmate scheduled for a pending parole board hearing with the exception of those inmates waiving their parole board hearing. This meeting will involve face to face interaction and completion of a summary update form with the inmate. This form is meant to update an existing parole summary or create an initial parole summary. If the inmate waives his parole board hearing, the waiver shall be retained in the inmate's base file in lieu of a parole summary update. The inmate shall be given sufficient advance notice of the meeting to make preparations.
- iv. These updates or waivers should be available for audit by the correctional facility parole board coordinator in order to ensure case manager compliance with updating procedures.
- v. The case worker that completed the inmate's individual summary shall attend a pre-parole meeting with updated information on the specific inmate to ensure an accurate and complete correctional facility recommendation for parole is submitted to the Wyoming Parole Board.

f. Parole board hearing:

- i. It is the duty of the correctional facility case manager who completes the inmate's parole summary to be in attendance at the inmate's parole board hearing. If for some unforeseen reason the case manager cannot be present at the hearing, all reasonable efforts will be made to access the case manager telephonically. If the case manager is not available, the inmate should be represented by an available case manager with the most direct knowledge of the inmate's adjustment to incarceration.
- ii. It is the duty of the inmate's case manager to ensure the inmate

<b>STATE OF WYOMING</b> <b>DEPARTMENT OF</b> <b>CORRECTIONS</b>  <b>Policies &amp; Procedures</b>	<b>Title: Pre-Parole Preparation Procedure</b>	<b>Policy # 4.100</b> <b>Section 4.1</b> <b>Part IV</b>
---	--	---

is told of the Parole Board's decision as soon as possible following the parole board hearing.

- iii. Inmates should not be encouraged to waive their parole board appearance.
  
- g. Unit management staff will familiarize themselves with the Wyoming Parole Board policies and procedures and retain a copy of the current parole board policies and procedures in their work area.
  
- h. Case notes:
  - i. Case notes are short and concise notes of a staff member's interaction with an inmate giving a basic concise narrative of the contact to include date, time place and name of the inmate. Case notes are meant to provide a basis for previous and future interactions as well as documentation of the case management process. Case notes should be kept current in an inmate unit file or database following the inmate throughout his/her various correctional facility assignments.
  
  - ii. Case notes should be written in legible fashion in blue or black ink. They should note the inmate's name, the date, time and place of contact as well as a short and concise narrative of the substantive content of the interaction.
  
  - iii. Examples of case notes:
    - 1. 12-16-98 Spoke with Inmate Doe #20500 in C unit pod 1 about his need to verify parole plan information. He will write his parents for verified residence for the upcoming parole board.
  
    - 2. 12-20-98 Completed reclassification on inmate Doe #20500 in C unit Pod 1. Inmate classified as a medium custody.
  
    - 3. 12-21-98 Inmate Doe #20500 gave me written verification from his parents that he can parole to their

<b>STATE OF WYOMING</b> <b>DEPARTMENT OF</b> <b>CORRECTIONS</b>  <b>Policies &amp; Procedures</b>	<b>Title: Pre-Parole Preparation Procedure</b>	<b>Policy # 4.100</b> <b>Section 4.1</b> <b>Part IV</b>
---	--	---

residence.

#### V. Training

- a. Who is responsible for preparing an inmate's parole summary, and then keeping the summary updated?
- b. What types of information should be included in an inmate's parole summary?
- c. Who makes the recommendation to the Wyoming Parole Board to parole or recommend an inmate be denied parole?
- d. What are the procedures if an inmate does not want to attend his/her parole board hearing?
- e. In what case should an inmate be encouraged to waive their parole board hearing?
- f. How are unit management staff going to ensure they know the Wyoming Parole Board policies and procedures?
- g. What are case notes?



<b>STATE OF WYOMING</b> <b>DEPARTMENT OF</b> <b>CORRECTIONS</b>  <b>Policies &amp; Procedures</b>	<b>Title: Pre-Parole Preparation Procedure</b>	<b>Policy # 4.100</b> <b>Section 4.1</b> <b>Part IV</b>
---	--	---

## Parole Summary Update Form

Inmate name: \_\_\_\_\_ Number: \_\_\_\_\_

Date: \_\_\_\_\_ Current Housing and/or Level: \_\_\_\_\_

1. Groups attended, completed or enrolled in since last parole board appearance. Include groups the inmate is currently attending with projected completion dates. Information should be verified by issuance of a certificate or confirming the inmate's enrollment.
  
2. Changes in social history, i.e. marriage, divorce, age of children, deaths, etc. Information which had affected the inmate's family situation since the last update completed or pre-sentence investigation.
  
3. Disciplinary actions since last update or date received at the correctional facility.
 

Date: \_\_\_\_\_ Offense: \_\_\_\_\_

Incident: \_\_\_\_\_

Date: \_\_\_\_\_ Offense: \_\_\_\_\_

Incident: \_\_\_\_\_

Date: \_\_\_\_\_ Offense: \_\_\_\_\_

Incident: \_\_\_\_\_
  
4. Current work assignment. Length of time in that assignment? Job evaluation, if available.

Assignment: \_\_\_\_\_ Time in Assignment: \_\_\_\_\_

Evaluation:

5. If an internal system is in place at your facility, please provide the inmates internal level intervention history to include reason for level change.
6. Parole plan or request. Plan must include potential housing with addresses, employment and programming possibilities. The parole board has requested verified correspondence confirming the inmate's plans at his/her appearance.

Inmate Signature: \_\_\_\_\_ Date:

Caseworker: \_\_\_\_\_ Date:

**\* Parole summary updates must be retained in the inmate's base file until a new update is completed and replaces it. \***